



**Barnehurst Federation of Schools**  
**Application for Exceptional Leave**

Exceptional leave will be granted in the following circumstances only:

- To attend a funeral and/or a wedding – 1 day per academic year for each event
- To attend an approved examination – 1 day per academic year (evidence will be required)

<b>Name of child/children</b>	
<b>Class(es)</b>	
<b>Child date of birth</b>	
<b>We/I wish to apply for my child(ren) to be absent from school:</b>	
<b>From (first day of absence)</b>	
<b>To (date of return to school)</b>	
<b>Reason for absence</b>	
<b>Signed (Parent/Guardian)</b>	
<b>Date</b>	

**Schools Response**

**Office Use ONLY: Details of Exceptional Leave already granted this academic year:**

<b>This request is authorized</b>	
<b>This request is not authorized because</b>	
<b>Head teacher signature</b>	
<b>Date</b>	